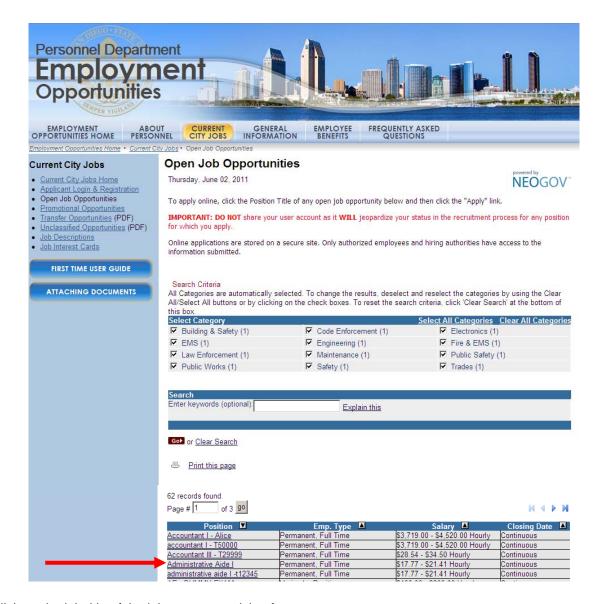
Submit an Online Application



- Go to: http://www.sandiego.gov/empopp.
- Click on 'Current City Jobs'



• Click on the type of job you are looking for (i.e., open, promotional, transfer or unclassified)



· Click on the job title of the job you are applying for

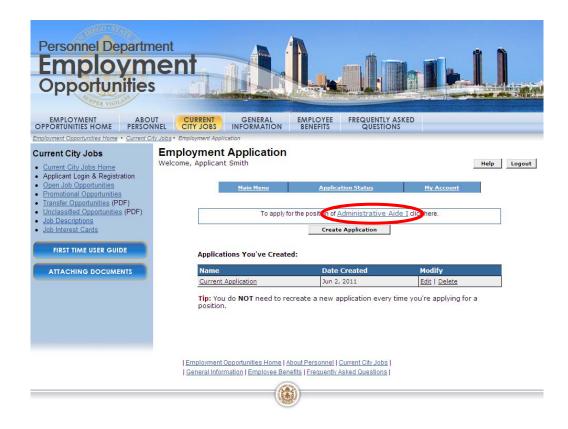


Click on the 'Apply' link

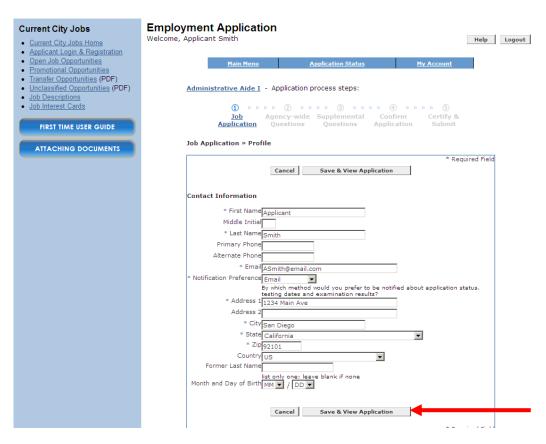


Login using your applicant username and password that you created previously.

Note: If you have previously created an applicant account, login using the previously created username and password. **You will not be able to create another account using the same e-mail address.**



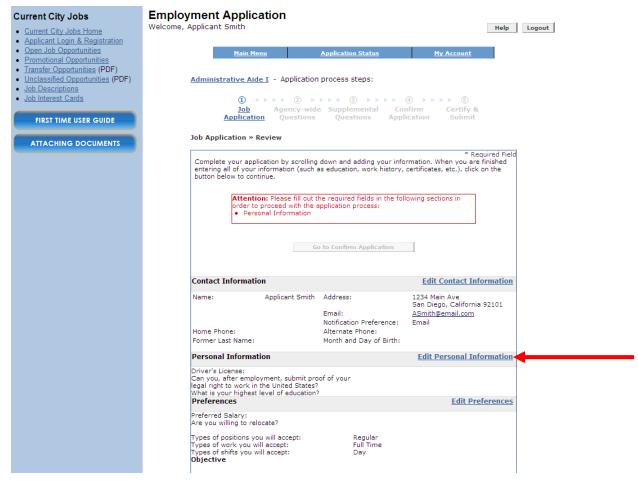
Click on the link that says "To apply for the position of your position title click here."



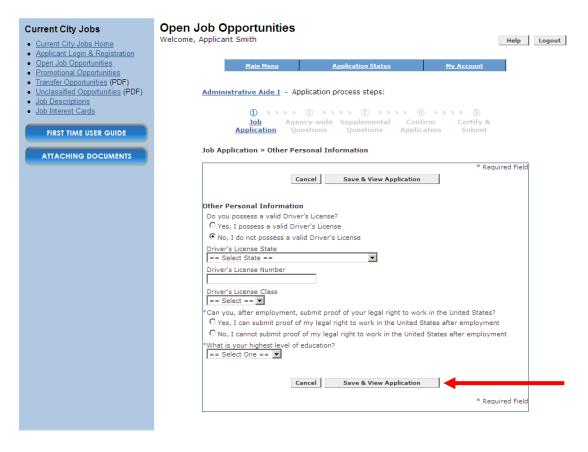
- · Review the information and make any necessary changes
- Click on the 'Save & View Application'



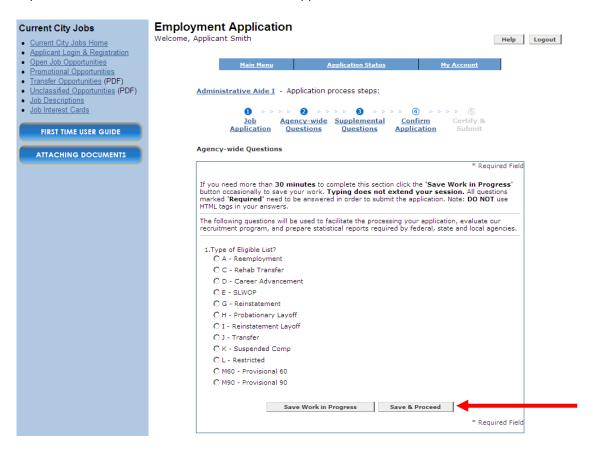
Note: Be sure to save often. You will be automatically logged out of your applicant account after 30 minutes from the last time you saved your information.



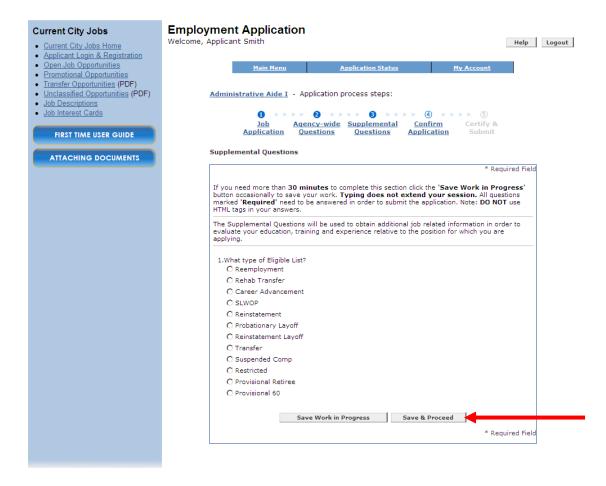
• Click on the 'Edit Personal Information' link



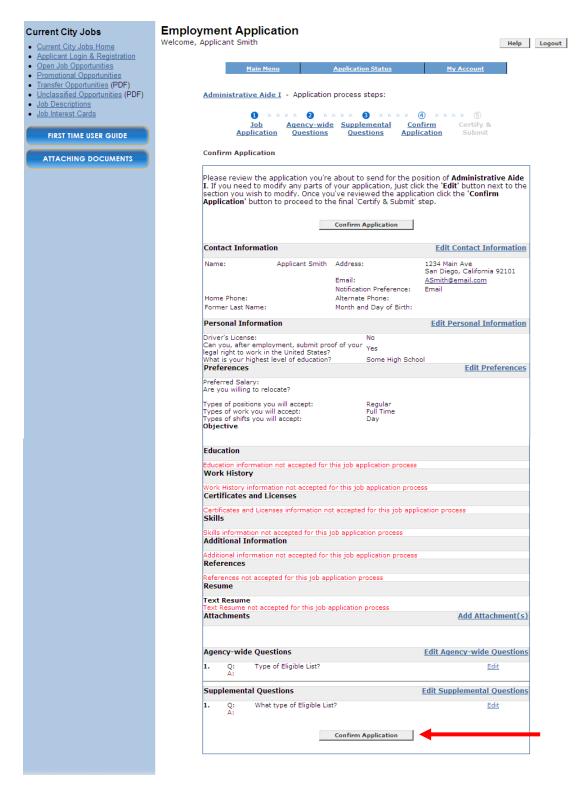
Enter required information and click on 'Save & View Application' button



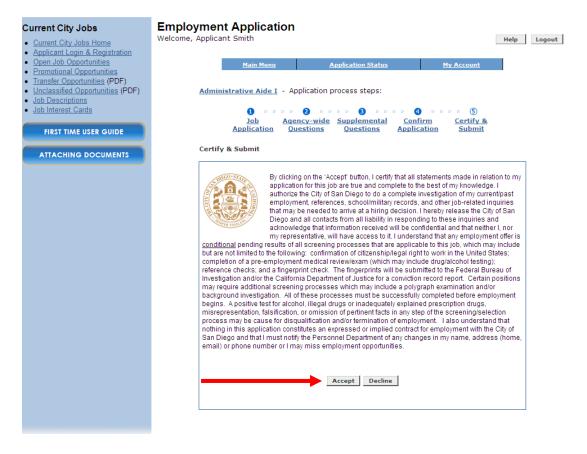
- Answer the agency-wide supplemental questions.
- Click on the 'Save & Proceed' button at the bottom of the page.



- Answer the job-specific supplemental questions (if any).
- Click on the 'Save & Proceed' button at the bottom of the page.



Confirm the information and click 'Confirm & Send Application'



Click the 'Accept' button on the digital signature screen.



Confirmation screen will display